

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89)		Title of Position IT Systems Administrator (Advanced)	
POSITION DUTY STATEMENT INSTRUCTIONS: PLEASE WRITE JOB #6864/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).		Division and/or Subdivision Information Technology Services Division	
The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		Location of Headquarters 400 Q Street, Sacramento, CA	
		Class Title of Position Systems Software Specialist I (Technical)	
		Position Number 812-1587-xxx (2171)	
		Effective Date 5/10/2010	
	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:		
	Under the supervision of the System Software Specialist II (Supervisor) and general direction of the Data Processing Manager III, acts as a lead technical specialist responsible for; researching, planning, designing, building, testing, implementing and maintaining complex computer systems and software. The specialist is responsible for maintaining an advanced knowledge of complex computer system hardware/software and must be able to perform assignments independently and act as a leader on projects. At a minimum, this position requires the ability to work under pressure, manage a volatile workload, follow departmental practices, policies and procedures and establish/maintain cooperative relationships.		
45%	Perform a variety of complex system support activities that deliver technical services to CalPERS' lines of business. Duties include but are not limited to the following: <ul style="list-style-type: none"> • Perform all levels of problem/resolution troubleshooting. • Install, configure, test, monitor, maintain, report and optimize system hardware and software. • Implement and execute internal and industry standards, practices and processes for hardware and software. • Develop and execute project and detailed work plans. • Provide technical consultation to customers, clients, staff and vendors on complex system issues. • Provide technical expertise and onsite coordination assistance during minor and major change control events. 		
30%	Perform a variety of complex analytical activities to address key business objectives and/or goals. Duties include but are not limited to the following: <ul style="list-style-type: none"> • Identify, research, analyze, evaluate and prepare recommendations that address current and future issues, concerns, constraints, and technological solutions to strategic and tactical objectives defined by management. • Identify, develop, and translate business requirements into general and detailed technical specifications/designs • Identify, develop, and present technical concepts to diverse audiences • Identify, develop, and document standards, practices and processes 		
20%	Perform a variety of complex project activities to implement enterprise business objectives : <ul style="list-style-type: none"> • Develop project and detailed work plans independently and/or as part of a team • Identify, recommend, resolve, and report verbally and in writing project status/risks/progress/deviations • Lead individual project activities independently and/or as part of a team • Perform diverse project role fulfillment (i.e. Lead, Resource, Scribe, etc.) 		

5%	<p>Provide a variety of administrative activities that provide efficiencies to CalPERS and the unit. Duties include but are not limited to the following:</p> <ul style="list-style-type: none">• Workload management• Participate in special ad hoc committees, teams and projects• Time Reporting• Procurements
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